



DEPARTMENT OF VETERANS AFFAIRS
DELEGATED EXAMINING UNIT
Greater Los Angeles Healthcare System
11301 Wilshire Boulevard
Los Angeles, CA 90073

In Reply refer to: 691/05DEU
Tel: (310) 268-4150
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EXAMINING ANNOUNCEMENT: **VA-1-SR-14**
OPEN UNTIL FURTHER NOTICE
NO WRITTEN TEST REQUIRED
GS-640-4/5/6

OPPORTUNITIES FOR EMPLOYMENT

AS A

CLINICAL DIETETIC TECHNICIAN

WITH THE

DEPARTMENT OF VETERANS AFFAIRS

“America is # 1—Thanks to our Veterans”

LOCATION OF POSITIONS: Most of the positions will be at the Veterans Affairs Medical Centers and Clinics located in Northern and Southern California And Nevada, and some positions may be located in Hawaii, Samoa and Guam.

DESCRIPTION OF DUTIES: Clinical Dietetic Technicians are paraprofessionals who assist and support Dietitians in providing nutrition care to patients. Under the guidance of a Clinical Dietitian their duties include interviewing patients and using pre-established criteria to identify patients at nutritional risk; gathering information from, and documenting in, the medical record; developing nutritional care plans for patients not at nutritional risk; monitoring and assisting in the evaluation of food intake; adjusting meal patterns and nourishment for selected patients to accommodate preferences and tolerances; counseling selected patients about their prescribed diets; teaching selected classes for groups of patients.

GENERAL REQUIREMENTS: Candidates for CDT positions must possess the following Knowledge, skills, and abilities (KSAO's):

- Knowledge of human nutrition requirements in health and disease.
- Ability to gather data from the medical record and document information pertinent to nutritional care.
- Ability to monitor and influence the patient's nutritional intake.
- Ability to provide nutrition education for selected groups of patients.
- Skills in patient interviewing and nutrition counseling.
- Ability to interact and communicate orally with people from a variety of backgrounds, including other members of the health care team.
- Ability to function effectively in support positions within a clinical dietetic section of a general medical and surgical and /or psychiatric hospital.

EDUCATION REQUIREMENTS: In order to meet the above KSAO's, the education must have included instruction in nutrition care/diet therapy, the natural sciences (i.e. anatomy, physiology, biochemistry), social sciences (i.e. psychology, sociology), food sciences, medical terminology communications and education.

Candidates must have successfully completed a course of study in an accredited college from a program approved by the ADA (American Dietetic Association) leading to an associate degree in Dietetic Technology with an emphasis in nutrition care or

- completed a course of study in an accredited college leading to an associate degree in Dietetic Technology without a designated subspecialty which included instruction in the subjects listed above or
- A Bachelor's Degree in Dietetics.

QUALIFICATION REQUIREMENTS: Except for the education substitution provided above, candidates must have had qualifying experience, as listed below under specialized experience.

SPECIALIZED EXPERIENCE: Candidates must have had progressively responsible experience in the field of clinical dietetic technology in which they have demonstrated successfully the task listed under "Description of Duties."

GS-4 -- Education requirement only

GS-5 -- Education requirement plus 6 month of specialized experience.

GS-6 -- Education requirement plus 1 year of specialized experience.

PHYSICAL REQUIREMENTS: Candidates may be required to carry between 14 and 45 pounds and perform other duties involving physical activity with mild exertion. Applicants must be physically and mentally able to efficiently perform the essential functions of the position, with or without reasonable accommodation, with hazard to themselves or others. Depending on duties, usable vision, color vision, hearing, or speech may be required. However, in most cases, a specific physical condition or impairment will not automatically disqualify an applicant from appointment. The loss of or impairment of a specific function may be compensated for by the satisfactory use of prosthesis or mechanical aid.

BASIS OF RATING: Candidate will be rated on the basis of an evaluation of the experience, education and training as shown in the application and any other supplementary information which may be submitted.

TERM OF ELIGIBILITY: Candidates will receive employment consideration for 12 months from the date of the eligibility letter. Eligibility may be extended for an additional 12 month period by submitting update qualifications information after 10 months of eligibility.

EQUAL EMPLOYMENT OPPORTUNITY: All candidates for Federal employment receive consideration without regard to race, religion, color sex, national origin, political affiliation, age (with statutory exceptions), or any other non-merit factor.

HOW TO APPLY: Complete and submit:

It remains the responsibility of the applicant to ensure timely receipt of the application, regardless of the method used for submission. The Veterans Administration assumes no responsibility for the late delivery of applications (i.e., postal service delays, computer system or fax machine is down at the sending or receiving location, etc.)

APPLICATIONS MAILED IN GOVERNMENT FRANKED ENVELOPES WILL NOT BE ACCEPTED FOR EMPLOYMENT CONSIDERATION. FAXES RECEIVED FROM FEDERAL GOVERNMENT AGENCIES WILL NOT BE ACCEPTED.

1. Optional Form 306 plus Optional Form 612 or resume (or any other written format). For resumes the following information must be included. Please give the name and address of your employer(s), give the dates (starting and ending month/year) you were employed, the average number of hours worked per week and describe the duties you performed. Be sure to include all of you related experience including time spent in the Armed Forces and any other non-paid work experience. Be sure to show the lowest salary or grade level acceptable.
2. **Provide beginning and ending dates of employment and the average number of hours worked per week for each position listed on your application or resume.**

3. **Applicants must provide their Social Security Number in order to have their application package accepted.**
4. A copy of college transcripts if you are applying on the basis of education or a combination of education and experience.
5. Submit a copy of your DD 214 if you are applying for Veterans Preference. If you are applying for 10 Point Veterans Preference, submit a copy of your DD 214 along with Standard Form 15 with appropriate proof dated within the last 12 months.

(VETERANS PREFERENCE)

- *During the period December 7, 1941 to July 1, 1955.*
 - *For more than 180 consecutive days, any part of which occurred after January 31, 1955, and before October 15, 1976.*
 - *Operation Joint Endeavor in Bosnia from November 20, 1995 to December 20, 1996.*
 - *Operation Joint Guard from December 20, 1996 to: (To Be Determined). The Secretary of each military department must decide which members are eligible.*
 - *During the Gulf War from August 2, 1990 through January 2, 1992 (who is otherwise eligible and who served on active duty during this period regardless of where the person served or for how long). Otherwise eligible means that the person must have been released from the Service under honorable conditions and must have served a minimum of two years on active duty, or if a Reservist, must have served the full period for which called to active duty.*
 - *In a campaign or expedition for which a campaign medal has been authorized, including El Salvador, Grenada, Haiti, Lebanon, Panama, Somalia, Southwest Asia and Bosnia.*
 - *Medal holders and Gulf War veterans who enlisted after September 7, 1980, or entered on active duty on or after October 14, 1982, must have served continuously for 24 months or the full period called or ordered to active duty. The service requirement does not apply to veterans with compensable service-connected disabilities, or to veterans separated for disability in the line of duty, or for hardship.*
6. If you are currently a Department of Veterans Affairs employee who has received a Reduction in Force (RIF) separation notice or a Certificate of Expected Separation you may be entitled to special priority selection under the Department of Veterans Affairs' Agency Career Transition Assistance Program (ACTAP). To receive this priority consideration you must:
 - A. Be a current Department of Veterans Affairs career or career-conditional (tenure group I or II) competitive service employee who has received a RIF separation notice or a Certificate of Expected Separation (CES) and the date of the RIF separation has not passed and you are still on the rolls of Department of Veterans Affairs. You must submit a copy of the RIF separation notice or CES along with your application upon request.
 - B. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being separated.

- C. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package.
- D. Be currently employed by Department of Veterans Affairs in the same commuting area of the position for which you are requesting priority consideration.
- E. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
- F. Be rated well qualified for the position. ACTAP candidates attaining an eligibility rating for this position of 80.0 or above (not including veterans preference points) will be considered "well-qualified."

7. If you are a displaced Federal employee you may be entitled to receive special priority selection under the Interagency Career Transition Program (ICTAP). To receive this priority consideration you must:

- A. Be a displaced Federal employee. The following categories of candidates are considered displaced employees. You must submit a copy of the appropriate documentation such as RIF separation letter, letter from OPM or your agency documenting your priority consideration status with your application package.
 - 1. Current or former career or career conditional (tenure group I or II) competitive service employee who:
 - a. Received a RIF separation notice; or
 - b. Separated because of compensable injury, and whose compensation has been terminated, and whose former agency certifies that it is unable to place; or
 - c. Retired with a disability and whose disability annuity has been or is being terminated; or
 - d. Upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a Standard Form 50 that indicates "Retirement in lieu of RIF"; or
 - e. Retirement under the discontinued service retirement option; or
 - f. Was separated because he/she declined a transfer or function directed reassignment to another commuting area.
 - 2. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under section 8337(h) or 8456 of the title 5 United States Code; or
- B. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
- C. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement).
- D. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
- E. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
- F. Be rated well qualified you must earn the score cut-off of 80.0 (prior to the assignment of veterans preference points) which distinguishes well-

qualified candidates from minimally qualified candidates on the rating criteria developed for the position.

8. Indicate your geographic preference by either circling the number corresponding to the locality where you will accept employment or write the number on the front of your application package.

1. Downtown Los Angeles
2. West Los Angeles/Santa Monica
3. Long Beach/San Pedro Area
4. San Fernando Valley Area/ Sepulveda
5. San Diego Area
6. Santa Barbara Area
7. Loma Linda/Riverside/San Bernardino Area
8. Southern Nevada
9. Bakersfield
10. Fresno
11. Los Banos
12. Auburn
13. Reno
14. Eureka
15. Redwood City
16. Rohnert Park
17. San Francisco
18. Santa Rosa
19. Benicia
20. Berkeley
21. Chino
22. Concord
23. Martinez
24. Oakland
25. Pleasant Hill
26. Travis Air Force Base in Fairfield
27. Redding
28. Sacramento
29. Vallejo
30. Livermore
31. Menlo Park
32. Hawaii
33. Guam
34. Samoa
35. Modesto
36. Monterey
37. Palo Alto
38. San Jose
39. Santa Cruz
40. Stockton

9. Indicate the hours and type of appointment you will accept by either circling the number corresponding to your availability or write your type of appointment availability on the front of your application package.

1. Full-time employment
2. Part-time employment 25 to 32 hours per week
3. Part-time employment 17 to 24 hours per week
4. Part-time employment 16 or less hours per week
5. Shift work
6. Intermittent
7. Temporary employment lasting 5 to 12 months.
8. Temporary employment lasting 1 to 4 months.
9. Temporary employment lasting less than 1 months.

WHERE TO OBTAIN FORMS: A copy of this announcement and the forms required to apply may be obtained from the following address:

DELEGATED EXAMINING UNIT (05/DEU)
VA Greater Los Angeles Healthcare System
11301 Wilshire Blvd.
Bldg. 258, Room 128
Los Angeles, CA 90073
(310) 268-4150
Fax: (310) 268-4929

WHERE TO FILE: Submit the completed application forms to the above address. Incomplete forms will delay eligibility. **Applications mailed in government franked envelopes or faxes received from federal government agencies will not be accepted for employment consideration.**

SALARY INFORMATION: For more information regarding salary, please contact the Delegated Examining unit.

UNITED STATE CITIZENSHIP REQUIRED
AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER